## **Arranging Delivery**

## <u>Direct Delivery for All Items Except Vault Doors</u>

A copy of the shipping record will accompany your order; you can use it to verify quantities and prices of items received. In all cases, GSA Global Supply will accept your order and handle the billing. When a vendor ships an item directly to you, the security container item will appear on your purchase card statement or billing as a GSA Global Supply item and the freight will be billed separately. If there is ever a problem with any of these items, the issue can be easily resolved by calling GSA at (817)850-8388.

All of the items in this program will be Direct Delivery. As you add these items to your order, remember the following about Direct Delivery items:

- 1. All items will be shipped to you directly from our vendor partners.
- 2. These items may take up to 90 days to reach your location. If you need delivery sooner, please indicate your required delivery time under the "Section 23. Remarks" using the Off-Line \*Standard Form 344.

Freight charges will be applied to Direct Delivery items. Please make sure to include a point of contact and phone number for both the buyer and for delivery on your order form as the vendor will use this contact information to arrange delivery and quote a delivery charge. These items are very heavy. Once your order is placed, your contact information will be sent to the vendor and they will contact you to arrange delivery. The vendor will be able to quote you a correct delivery charge. If you require an estimated delivery charge, then please contact GSA at 817-850-8388 and a representative will contact you as soon as possible.

Basic freight is dock-to-dock. Customers may arrange for inside delivery when they need freight delivered beyond their loading docks. Again, these items are very heavy and some are quite large. Please make sure to inform the vendor if you want inside delivery, which includes unpacking, placement of item, removal of pallets, etc. (Note: This must be done for each item needing inside delivery.) Inside delivery is a relatively expensive service which you must arrange directly with the vendor at your own expense.

GSA prices do not include physically carrying freight up or down stairs (where delivery is to a floor other than that of the loading dock, and there is not an available elevator). If there is not an elevator and this service is necessary, you must arrange for this delivery, at your expense, directly with the vendor.

**Reminder:** Be sure to check building and elevator accessibility before requesting the "inside delivery" service. Whenever the building or elevator will not accommodate the item(s), rates will be negotiated between the customer and the vendor.

## Delivery and Installation for Vault, Armory, and Ballistic Doors

Vault Doors will require a GSA representative to assist you in procurement of these items. Be aware that delivery and special installation will be an additional cost for these items. Please make sure to include a point of contact and phone number on your order form (use the Standard Form 344) as GSA will use this contact information to arrange for procurement along with sending this information to the vendor in order to arrange delivery and quote a delivery charge.

\*Detailed instructions on how to fill out Standard Form 344 are given in the FEDSTRIP Operating Guide .